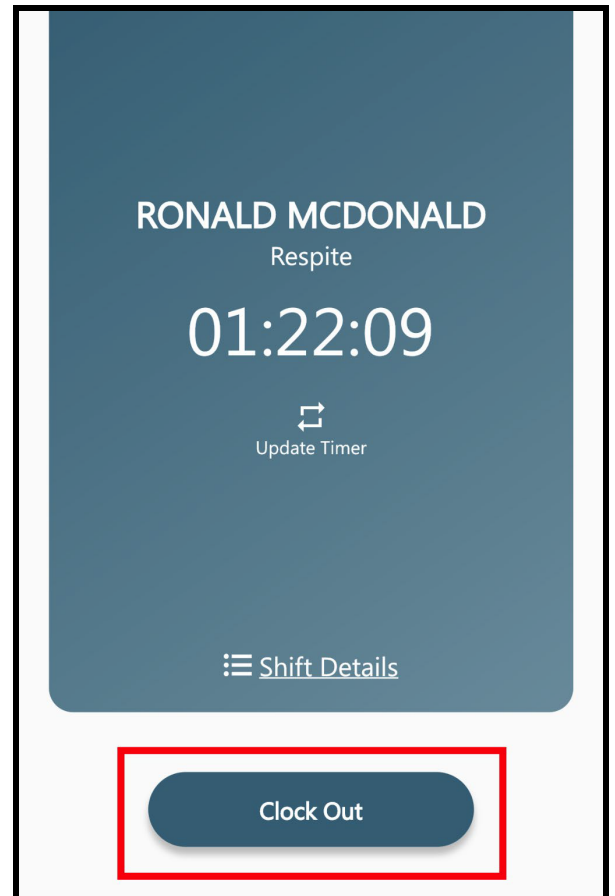


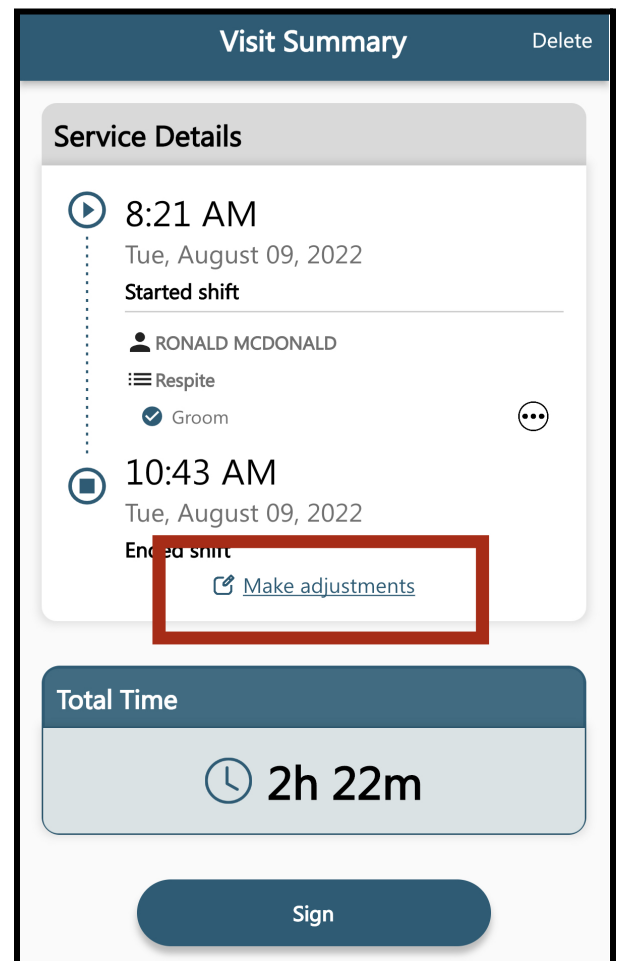
How to Make an Adjustment to my Start Time or End Time

1. While on the Active Shifts screen, go ahead and Clock Out of your shift, by pressing **Clock Out**

*If you don't see the Clock Out button on the Active Shifts screen, be sure you have added all of your tasks by clicking [Shift Details](#) first.



2. Press **“Make Adjustments”** on the Visit Summary screen.



- On the Make Adjustments screen, under the Adjusted section, select the time next to Time In or Time Out to adjust your start or end time.

*Too many or unusual use of time adjustment may result in delayed pay, additional training or disciplinary action.

The screenshot shows the 'Make Adjustments' screen. At the top, there is a 'Back' button and the title 'Make Adjustments'. Below this, the 'Original Time' section shows 'Time In' as 'Tue Aug 9, 8:21 AM' and 'Time Out' as 'Tue Aug 9, 10:43 AM'. The 'Adjusted' section shows 'Time In' as 'Tue Aug 9, 8:21 AM' and 'Time Out' as 'Tue Aug 9, 10:43 AM', with a red box highlighting these two rows. Below the adjusted times, the 'Duration' is listed as '2.37 hours'. At the bottom of the screen, there is a blue 'Save' button.

- Use the scroll function to adjust your date or time.

*You cannot adjust Start time more than 48 hours.

The screenshot shows a time selection interface. At the top, there are fields for 'Time In' (Tue Aug 9, 3:00 PM) and 'Time Out' (Tue Aug 9, 3:45 PM), both with scrollable arrows. Below these is the 'Duration' field, which shows '0.75 hour'. A 'Clear all adjustments' button is visible. At the bottom, there are 'Cancel' and 'Done' buttons. A red box highlights a scrollable list of times: 'Sun Aug 7 12 57', 'Sun Aug 7 1 58', 'Mon Aug 8 2 59 AM', 'Today 3 00 PM', '4 01', '5 02', '6 03', and '> 04'. The 'Today 3 00 PM' option is highlighted with a grey background.

5. Select a reason for your time adjustment and press save at the bottom of the screen.

Make Adjustments

Original Time

Time In Tue Aug 9, 8:21 AM

Time Out Tue Aug 9, 10:43 AM

Adjusted

Time In Tue Aug 9, 8:00 AM >

Time Out Tue Aug 9, 10:43 AM >

Reason I forgot to clock in / clock out >

Duration 2.72 hours

[Clear all adjustments](#)

Save

10:46 ↖

Choose Reason

I forgot to clock in / clock out

My phone or tablet was not working

The App is not working

I didn't have a phone or tablet

My client had an emergency

I clocked in/out at the wrong time

6. On the Visit Summary screen you will see
An orange wrench next to the time you adjusted.

You can now proceed with finishing your
Clock Out by pressing **Sign**

**If you need to make another adjustment
Press Tap to adjust underneath your end time.

